



## **DEPARTMENT OF AGRICULTURE**

### **Food and Nutrition Service**

#### **Agency Information Collection Activities: Proposed collection; Comment Request – Child Nutrition Program Operations Study-II (CN-OPS-II)**

**AGENCY:** Food and Nutrition Service (FNS), United States Department of Agriculture (USDA).

**ACTION:** Notice and request for comments.

**SUMMARY:** In accordance with the Paperwork Reduction Act of 1995, this notice invites the general public and other public agencies to comment on this proposed information collection. This collection is a new information collection for the Child Nutrition Program Operations Study-II.

**DATES:** Written comments on this notice must be received on or before **[INSERT DATE 60 DAYS AFTER DATE OF PUBLICATION IN THE FEDERAL REGISTER]**.

**ADDRESSES:** Comments are invited on: (a) Whether the proposed collection of information is necessary for the proper performance of the functions of the agency, including whether the information shall have practical utility; (b) the accuracy of the agency's estimate of the burden of the proposed collection of information, including the validity of the methodology and assumptions that were used; (c) ways to enhance the quality, utility, and clarity of the information to be collected; and (d) ways to minimize the burden of the collection of information

on those who are to respond, including use of appropriate automated, electronic, mechanical, or other technological collection techniques or other forms of information technology.

Comments may be sent to: John Endahl, Senior Program Analyst, Office of Policy Support, Food and Nutrition Service, USDA, 3101 Park Center Drive, Room 1004, Alexandria, VA 22302. Comments may also be submitted via fax to the attention of John Endahl at 703-305-2576 or via email to [john.endahl@fns.usda.gov](mailto:john.endahl@fns.usda.gov). Comments will also be accepted through the Federal eRulemaking Portal. Go to <http://www.regulations.gov>, and follow the online instructions for submitting comments electronically.

All responses to this notice will be summarized and included in the request for Office of Management and Budget approval. All comments will be a matter of public record.

**FOR FURTHER INFORMATION CONTACT:** To request more information on the proposed project or to obtain a copy of the data collection plans, contact John Endahl, Senior Program Analyst, Office of Policy Support, Food and Nutrition Service, USDA, 3101 Park Center Drive, Room 1004, Alexandria, VA 22302; Fax: 703-305-2576; Email: [john.endahl@fns.usda.gov](mailto:john.endahl@fns.usda.gov).

**SUPPLEMENTARY INFORMATION:**

*Title:* Child Nutrition Program Operations Study-II (CN-OPS-II).

*Form Number:* N/A

*OMB Number:* 0584-NEW

*Expiration Date of Approval:* Not yet determined.

*Type of Information Collection Request:* New information collection.

*Abstract:* The objective of the Child Nutrition Program Operations Study-II (CN-OPS-II) is to collect timely data on policies, administrative, and operational issues on the Child Nutrition

Programs. The ultimate goal is to analyze these data and to provide input for new legislation on Child Nutrition Programs as well as to provide pertinent technical assistance and training to program implementation staff.

The CN-OPS-II will help the Food and Nutrition Service (FNS) better understand and address current policy issues related to Child Nutrition Programs (CNP) operations. The policy and operational issues include, but are not limited to, the preparation of the program budget, development and implementation of program policy and regulations, and identification of areas for technical assistance and training. Specifically, this study will help FNS obtain:

- General descriptive data on the Child Nutrition (CN) program characteristics to help FNS respond to questions about the nutrition programs in schools;
- Data related to program administration for designing and revising program regulations, managing resources, and reporting requirements; and
- Data related to program operations to help FNS develop and provide training and technical assistance for School Food Authorities (SFAs) and State Agencies responsible for administering the CN programs.

The activities to be undertaken subject to this notice include:

- Conducting a multi-modal (e.g. paper, Web, and telephone) survey of approximately 1,500 SFA Directors.
- Conducting a paper survey of all 56 State Agency CN Directors.

*Affected Public:* State, Local and Tribal Governments.

*Type of Respondents:* 1,500 SFA Directors and 56 State CN Directors.

*Estimated Total Number of Respondents:* 1,556.

*Frequency of Response:* 3.

*Estimated Total Annual Responses: 4,668.*

*Estimate of Time per Respondent and Annual Burden:* Public reporting burden for this collection of information is estimated to average one hundred fifty (150) minutes per Self-Administered Survey for the SFA Directors and the State Agency CN Directors (this includes 60 minutes for data gathering, 60 minutes to respond to the questionnaire, and 30 minutes for pre-notification and follow-up activities). The average time across all respondents is 50 minutes (0.83 hours). The annual reporting burden is estimated at 3,890 hours (see table below).

<b>Data Collection Activity</b>	<b>Respondents</b>	<b>Estimated Number of Respondents</b>	<b>Frequency of Response</b>	<b>Total Annual Responses</b>	<b>Average Burden Hours per Response</b>	<b>Total Annual Burden Estimate (Hours)</b>
<b>Pre-survey notification emails/FAQ/letters</b>	School Food Authority Directors	1,500	1	1,500	0.25	375
<b>Self-Administered Web/Telephone Survey</b>	School Food Authority Directors	1,500	1	1,500	2	3,000
<b>Post-survey follow-up reminder emails, phone calls, thank you emails</b>	School Food Authority Directors	1,500	1	1,500	0.25	375
<b>Pre-survey notification emails/FAQ/letters</b>	State Agency Child Nutrition Directors	56	1	56	0.25	14
<b>Self-Administered Web/Telephone Survey</b>	State Agency Child Nutrition Directors	56	1	56	2	112
<b>Post-survey follow-up reminder emails, phone calls, thank you emails</b>	State Agency Child Nutrition Directors	56	1	56	0.25	14
<b>TOTAL</b>	<b>-</b>	<b>1,556</b>	<b>3.00</b>	<b>4,668</b>	<b>0.83</b>	<b>3,890</b>

Dated: April 20, 2015.

**Audrey Rowe,**  
*Administrator,*  
*Food and Nutrition Service.*

**BILLING CODE 3410-30-P**

